



Natural Resources Conservation Service  
6013 Lakeside Blvd.  
Indianapolis, IN 46278

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December 18, 2006

INDIANA BULLETIN NO. IN 440-7-3

**SUBJECT:** PGM- Conservation Programs Contracting (CPC) for Programs Administered Through ProTracts

Purpose: To provide instruction and policy for obtaining signatures on Conservation Program payment applications managed through ProTracts. With the issuance of this bulletin all program payments for EQIP, WHIP, and CSP should adhere to this policy.

Expiration Date: September 30, 2007

Background: With the issuance of Amendment 32 of the 440-V- CPM, Part 512, Conservation Program Contracting, it is necessary to change the procedure for program participants to request payments through EQIP, WHIP, and CSP. The policy for applying for cost-share or incentive payments is contained in Part 512.60 of the Conservation Program Contracting Manual. Each person who is certifying or approving Conservation Program payments in ProTracts should become thoroughly familiar with the contents of this section of the Conservation Programs Contracting Manual.

Participants must apply for NRCS conservation program payments on Form NRCS-CPA-1245 based upon satisfactory completion of the installation of any practice or practice component contained in their contract. This initial application for payment, if prior to certification of practice completion, may be completed on a blank NRCS-CPA-1245.

Once the practice is certified in ProTracts a NRCS-CPA-1245 must be printed and signed by the producer. This NRCS-CPA-1245 must have all of the cost-shared components shown on the form along with the total cost-shared earned by the participant. The date of the participant signature **must** be **on or after** the date of the certifying agency personnel's electronic signature. This form is required for the payment to be completed.

This signed and certified NRCS-CPA-1245 must then be scanned and made a part of the documentation forwarded to the Area Office for the second level review for payment.

The Area Program Specialist (APS)/Area Conservationist (AC), or their designee, must then complete the second level review and then approve the payment in ProTracts once the payment documentation is complete. The APS or AC will then forward this documentation to the State Office FNM staff for review and payment certification in FFIS. The approved electronic signature must be ***on or after*** the signature date of the participant.

Please note that this new procedure may require that two participant signed NRCS-CPA-1245's will be needed for payment documentation.

Attached is an updated *Payment Process Checklist* which must be included with all payment requests submitted in Indiana.

All participants are still required to submit bills for all practices completed under EQIP and WHIP cost-share programs. These bills should be marked as paid. The field office will complete this process according to instructions in Indiana Bulletin IN300-7-5.

If you have questions concerning the guidance in this memo, please contact your supervisor or the Programs staff.

/s/

JANE E. HARDISTY  
State Conservationist

Attachment